COMPREHENSIVE EMPLOYEE RELATIONS TRAINING

If you work in supervision, management, or personnel
And you want to know the secrets to do your job well,
But have fears, doubts and questions galore
Be CERTain by getting your answers and more -----
ATTEND THE COMPREHENSIVE EMPLOYEE RELATIONS TRAINING

Has the state's management style and system ever befuddled you? Have you ever wondered how all the rules and policies fit together so you can maintain <u>productive</u> and happy employees? Have you ever wanted to sit down and meet with management representatives in a small setting to discuss polices, procedures, and do's and don'ts?

Now you can gather an immense amount of information and learn *about employee relations* in Indiana state government in four weeks! The program is called *CERT: Comprehensive Employee Relations Training.*

The State Personnel – Employee Relations Division has combined forces with the Employment Division to present all the *employee relations* classes in a combined format for a fun learning experience. Classes include progressive discipline, performance management, FML, personnel rules, selection & interviewing, workplace harassment and administrative investigations.

The classes were designed to build upon each other and slowly introduce participants to concepts managers, supervisors and personnel encounter when dealing with *employee relations*.   While the material is the same (same policies/procedures/rules) the training has been revised and now includes examples, hypotheticals and exercises.

One great thing to remember about this training program is **that only managers, supervisors and personnel employees** will be attending. This atmosphere of learning will allow instructors and participants to discuss and analyze issues openly, which will foster a better understanding of concepts.

<u>Registration Instructions</u>: The classes are taught in a group the first month of each quarter (i.e., January, April, July and October). Classes meet every Tuesday and Wednesday for four weeks.

In addition to the CERT program (eight days of training), a ninth day of training (Day 9) is conducted. Day 9 is an opportunity for the class to reconvene and discuss any issues that have occurred in the interim. There will also be a quiz on all the material on Day 9.

Day 9 is scheduled as follows:
- in March (for January CERT session);
- in June (for April CERT session);
- in September (for July CERT session);
- and in December (for October CERT session).

Successful completion of the CERT program will result in an invitation to attend Day 9. A certificate will be issued upon successful completion of both the CERT program and Day 9.

You only have to register once for CERT (i.e., you do not have to register for each class) but you are expected to attend all the classes. When you register, please make sure your calendar does not conflict with any of the class dates.

If you have any questions about this training program please contact the Employee Relations Division at 317/232-3080.